

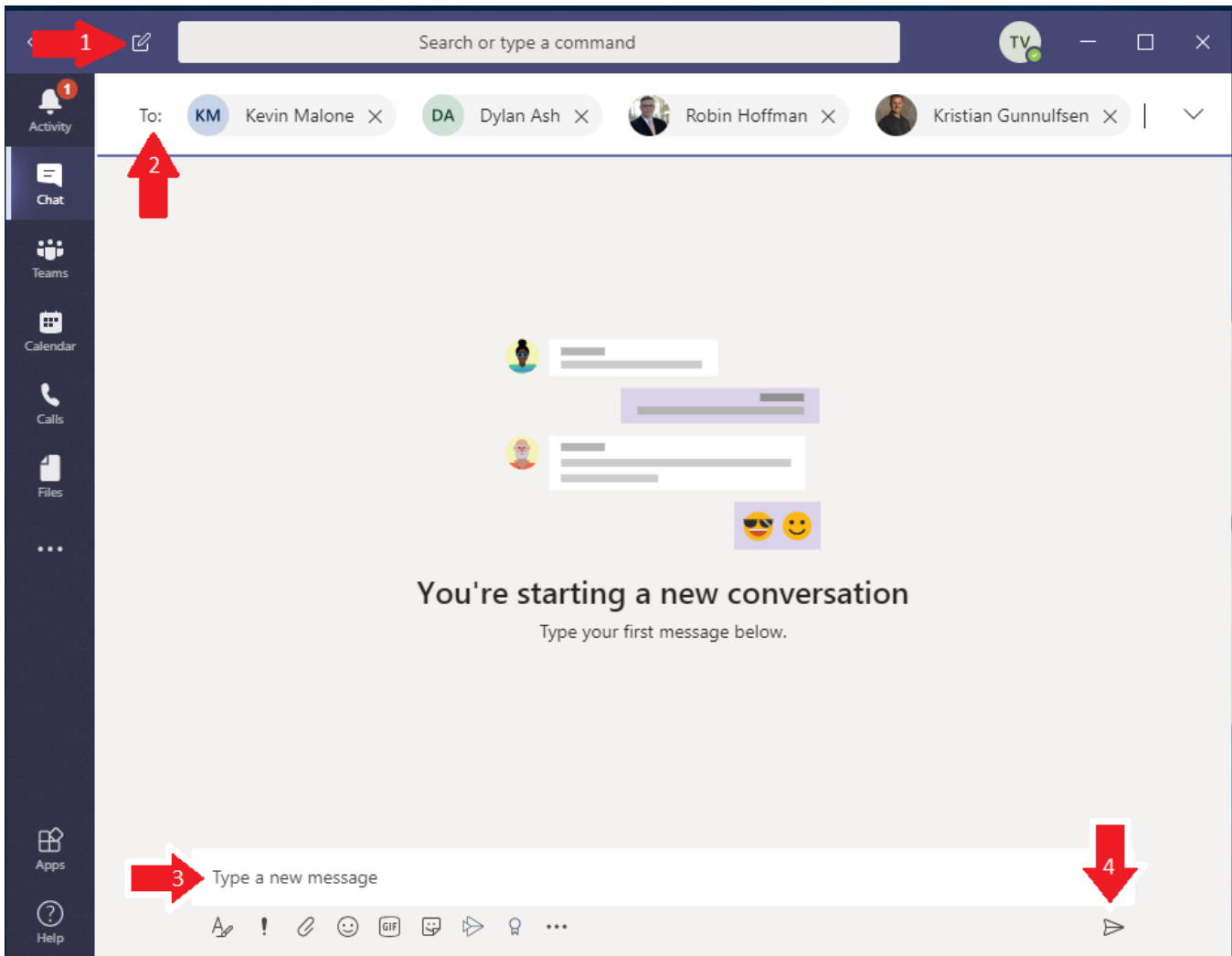
Chat, Video, and Audio Calls in Microsoft Teams

Chat allows private conversations between an individual or group separate from the public Team channel. Chat also enables you to share files and to make video or audio calls directly to all members of the chat.

[Chatting in Microsoft Teams](#)

To Start a Chat:

1. Click on the **New Chat icon** to the left of the Search bar.
2. Enter the name of your recipients in the **To:** field.
3. Type your message in the message bar below.
4. Hit the send icon to send the message to the recipients.



To Initiate a Video or Audio Call from a Chat

While in the Chat tab, select the person or group you would like to chat.

In the upper right hand corner you will see a camera button, a phone button, and a screen with an up arrow button.

The camera button will call the contact(s) using Video calling.

The phone button will call the contact(s) using audio only.

The button with a screen and an up arrow is used to share your screen with the contact(s)

Search or type a command

TV

Activity 2

Colin Watson Chat Files 2 more +

Chat

Teams

Calendar

Calls

Files

Colin Watson Tuesday 4:48 PM
that makes sense. i'm glad it was something easy

Yesterday

Yesterday 3:07 PM
Im working on voicemails. I know you are at lunch and don't want you to be bombarded when you get back on.

Colin Watson Yesterday 3:12 PM
Thanks so much, I appreciate it

Video Call, Phone Call, Screen Share, Add People